Instructions:

Visa Application

**Tourist Visa – Required for ALL**

* + All will need to apply for a Zambia Tourist Visa.
  + Below find a sample letter that you’ll need to include with your application; update it with your own travel dates and information
  + [https://eservices.zambiaimmigration.gov.zm/#/home](https://eservices.zambiaimmigration.gov.zm/%23/home%20) link to apply
  + Recommended selections
    - Select Single Entry – there is a $50 fee
    - Under Single Entry, select Tourist
    - Lodging address: *pending*
  + A cover letter from the host organization may be required. UW-Madison can help arrange this- please let us know if your visa is “reverted”
  + Caveat: Anything under 30 days can be supported by a Tourist visa and HPCZ registration. Where it exceeds 30 days then a temporary employment permit would need to be obtained in such a case.

Sample language for Visa correspondence letter:

Date

Director General of Immigration-Zambia

To Whom it may concern.

I am planning to visit Lusaka Zambia November 6-19, 2022, to visit with an Anesthesiologist (Dr. Hazel Sonkwi ) at UTH-UZ, to prepare for a collaboration of our academic Anesthesiology Department (University of Wisconsin School of Medicine and Public Health, Madison, WI USA) with the UTH-University of Zambia Anesthesia residency program.

Sincerely:

*Signature*

Title

Institution

Limited Registration to practice:

To satisfy the requirements you will need to provide

* Completed Registration form
  + Training time must tally. Residents cannot count their anesthesia residency years as years of training yet, as they can only count years that they received a certificate of completion

Residents:

* + - Undergraduate (Pre-Med) BS: X years
    - Medical School X years
    - Intern year: They do have a license certificate to practice as a GP after they pass the exam

Faculty:

* + - Undergraduate (Pre-Med) BS: X years
    - Medical School X years
    - Residency X years
    - Fellowship X years
    - Additional relevant training, such as a PhD, or additional fellowships
* Global Health Endorsement of the applicant (faculty and resident examples provided)
* A republic of Zambia form of certificate of medical examination:
  + You must use the form template provided
  + We recommend you only share what you are comfortable with the government in Zambia knowing about your medical history
* Copy of passport
* Both wall and wallet medical license- expiration must be present
* Undergraduate
* Medical school diploma
* Residency diploma (faculty only)
* Fellowship diploma if applicable
* PhD diploma if applicable

The Registration form itself must be notarized.

All documents included should also be stamped by the notary

* Documents are reviewed by Gwen Gonya Williams [gwen986@gmail.com](mailto:gwen986@gmail.com)
* Gwen will proceed with submission on your behalf.
* Please keep UW-Madison looped into this process